

PLANNING AND LAND USE DEPARTMENT

The Planning and Land Use Department interprets and enforces laws and codes that have been adopted by the city of Santa Fe, advises on long and short range planning and development issues, and provides responsive, accurate and responsible customer services. The purpose of these codes is to provide minimum standards to safeguard life, health, safety, property and public welfare. The Santa Fe City Code provides enforcement of the uniform building code, mechanical code, electrical code, uniform plumbing code, zoning and land use code, annual water budget, and other relevant codes including those related to weeds, litter and noise.

Administration

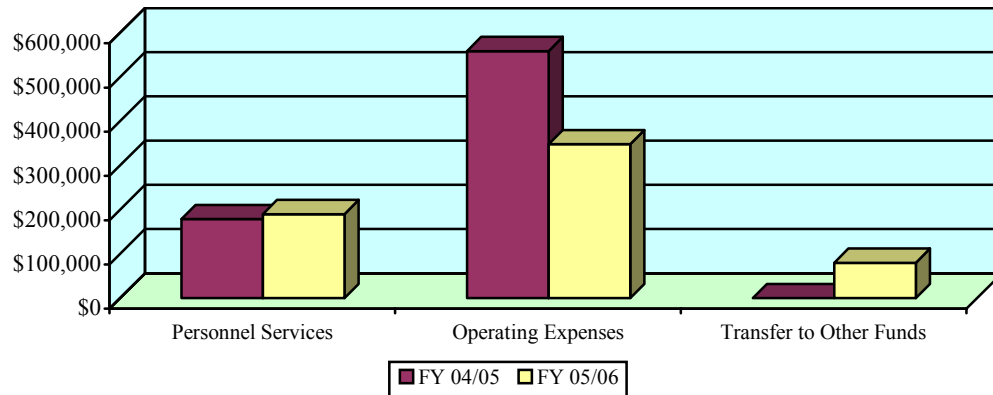
Appropriation: \$ 617,480

Through Inspections and Enforcement, Permit and Development Review, and Planning, the Director is responsible for developing and delivering the various services that are provided to the public. One of the main objectives of the department is to streamline all internal processes and improve communication with other departments, the Mayor, City Council, and the public.

For FY 2005/06, the General Fund provides financial support for the salaries and benefits of the Director and one staff member, and the entire department's general liability and fleet-physical insurance coverage. The Administration budget also includes support for the Regional Planning Authority, a portion of which will be transferred directly to the Regional Planning Authority Fund (2709) in FY 2005/06.

<u>POSITION/CLASSIFICATION</u>	<u>FY 04/05 ACTUAL</u>	<u>FY 05/06 BUDGET</u>
Department Director	1 – EX	1 – EX
Office Manager	<u>1</u> – EX	<u>1</u> – EX
TOTAL:	2	2

EXPENDITURE CLASSIFICATION



	FY 04/05 REVISED	FY 05/06 APPROPRIATION
Personnel Services	\$ 178,810	\$ 189,876
Operating Expenses	\$ 558,338	\$ 347,604
Transfer to Other Funds	<u>0</u>	<u>80,000</u>
 TOTAL:	 \$ 737,148	 \$ 617,480

Inspection & Enforcement

Appropriation: \$ 1,352,429

The Inspection and Enforcement Division safeguards the health, safety and welfare of the citizens of Santa Fe by inspecting structures under construction to guarantee that they are built according to established minimum zoning, structural, mechanical, plumbing, and electrical standards. Existing commercial buildings are also inspected before Certificates of Occupancy are issued to ensure they meet minimum standards.

Inspection and Enforcement includes the following functions:

<u>Administration</u> - To oversee operations for General Construction, Electrical Inspection, Mechanical Inspection, Complaints and Site Inspection sections	\$ 189,211
<u>General Construction</u> - To inspect ongoing construction for compliance with approved plans, construction practices, approved materials and workmanship	285,809
<u>Electrical Inspection</u> - To inspect methods and materials of electrical installations, connections, alterations or repairs to guard against substandard construction	143,147
<u>Plumbing/Mechanical Inspection</u> - Assures the public and contractors that all work being done meets the uniform plumbing code and the uniform mechanical code	247,906
<u>Complaints</u> - To ensure compliance with Santa Fe City codes relating to building, weed, litter, wastewater, general environmental standards, snow/ice removal, and noise violations	268,495
<u>Zoning Inspections</u> - Responds to and daily inspects zoning, certificates of occupancy and home occupancy, and serves as direct contact for public inquiries regarding zoning enforcement	<u>217,861</u>
	\$ 1,352,429

2004/05 Operational Highlights:

- Continued the staff training and certification program for the International Building Codes.
- Adopted and implemented the new International Building Codes.
- Completed 35,000 inspections and investigated 9,000 complaints.
- Eliminated the backlog of inspection tags through 2004-2005.

2005/06 Goals and Objectives:

- Improve scheduling by updating current software to maximize accuracy and consistency.
- Continue to improve the handling and response to zoning complaints by computerized tracking and documented follow-through of inspections.
- Replace worn-out vehicles, computers and other equipment to maximize uptime and staff efficiency.

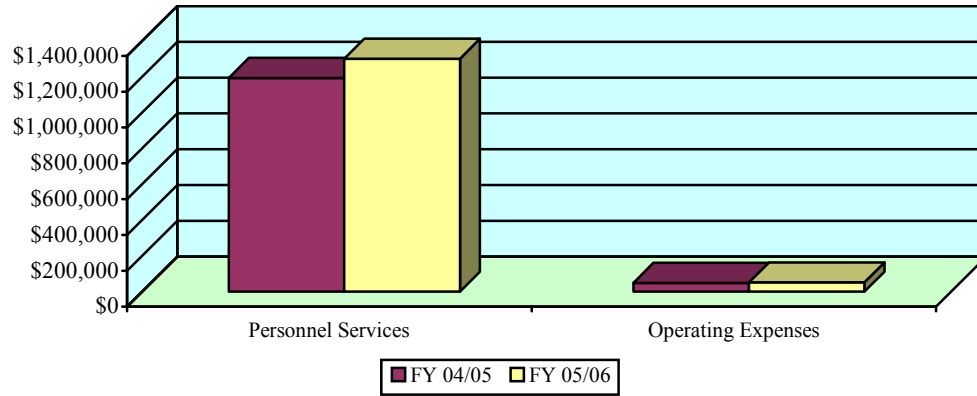
Budget Commentary:

The General Fund provides funding support for the salaries and benefits of 19 employees and operating expenses related to building, electrical and mechanical inspections. Salaries and benefits for division staff comprise the majority (96.1%) of budgeted expenditures for FY 2005/06.

In FY 2004/05 a Planner Senior position in the Permit & Development Review division was reclassified to a Zoning Manager and moved to the Inspection & Enforcement division. In addition, a Zoning Inspectors Manager was reclassified to a Zoning Inspections Supervisor.

<u>POSITION/CLASSIFICATION</u>	<u>FY 04/05 ACTUAL</u>	<u>FY 05/06 BUDGET</u>
Inspection & Enforcement Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Construction & Inspection Supervisor	3 – CLFT	3 – CLFT
Construction Inspector	6 – CLFT	6 – CLFT
Ordinance Enforcement Specialist	2 – CLFT	2 – CLFT
Ordinance Enforcement Specialist Supervisor	1 – CLFT	1 – CLFT
Site Inspector	2 – CLFT	2 – CLFT
Zoning Inspections Manager	1 – CLFT	0 – CLFT
Zoning Inspections Supervisor	0 – CLFT	1 – CLFT
Zoning Manager	<u>0</u> – CLFT	<u>1</u> – CLFT
TOTAL:	18	19

EXPENDITURE CLASSIFICATION



	FY 04/05 <u>REVISED</u>	FY 05/06 <u>APPROPRIATION</u>
Personnel Services	\$ 1,193,597	\$ 1,300,465
Operating Expenses	<u>48,701</u>	<u>51,964</u>
TOTAL:	\$ 1,242,298	\$ 1,352,429

Permit and Development Review (PDR) is responsible for providing engineering plan, subdivision plat, development plan, and building permit reviews, subdivision construction inspection, grading and drainage inspection, National Pollutant Discharge Elimination System (NPDES) site planning and inspection, and flood plain administration. PDR also serves as staff liaison to the City Planning Commission, the Summary Committee, the Board of Adjustment, the Extraterritorial Zoning Commission (EZC), the Extraterritorial Zoning Authority (EZA), the Capital Improvement Advisory Committee, and the Construction Industry Advisory Board. PDR is also responsible for the administration and enforcement of the Annual Water Budget.

2004/05 Operational Highlights:

- Processed approximately 1,600 applicants through the Water Budget Administrative offices, including over 500 new residential building permits and 20 new commercial building permits.
- Conducted 70 Early Neighborhood Notification meetings.
- Became the third-highest revenue-producing City of Santa Fe division.
- Processed over 1,500 building permit applications, 1,800 electrical permits, 2,200 mechanical permits and 300 sewer permits.

2005/06 Goals and Objectives:

- Implement the policy components of the Neighborhood Bill of Rights resolution.
- Work with the Development Review Task Force to streamline the development review and building permitting processes.
- Coordinate with the Short Term Rentals Task Force to resolve issues related to policy and enforcement.
- Formalize a policies and procedures manual to assure consistent code interpretations and policies.
- Continue to work with the Planning Division on substantive revisions to Chapter 14 of the City Code.
- Further refine the permitting process and improve turnaround times for reviews.

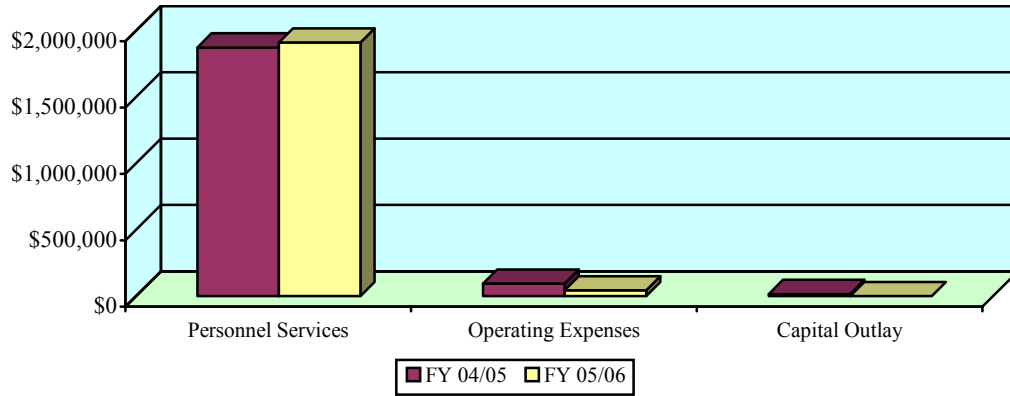
Budget Commentary:

For FY 2005/06, the General Fund operating budget for Permit and Development Review includes the salaries and benefits for 30 positions. Also included are operating expenses associated with permit and development review activities. Salaries and benefits comprise the majority (97.8%) of the division's budget in FY 2005/06.

Several position reclassifications occurred during FY 2004/05, including the transfer and reclassification of a Planner Senior position to the Inspections and Enforcement division. A City Land Documents Technician position was also transferred to PDR from the Information Technology & Telecommunications Department.

<u>POSITION/CLASSIFICATION</u>	<u>FY 04/05 ACTUAL</u>	<u>FY 05/06 BUDGET</u>
Planning & Development Review Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	0 – CLFT
Administrative Assistant - Confidential	0 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Building Permit Expeditor	1 – CLFT	1 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	3 – CLFT	2 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
City Land Documents Technician	0 – CLFT	1 – CLFT
City Land Management Specialist	1 – CLFT	1 – CLFT
Clerk Typist	1 – TCP	1 – TCP
Database Specialist	1 – TCP	1 – TCP
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer Technician Senior	2 – CLFT	2 – CLFT
Permit Technician	1 – CLFT	1 – CLFT
Planner	1 – CLFT	0 – CLFT
Planner Senior	4 – CLFT	5 – CLFT
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician Senior	1 – CLFT	1 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Special Projects Administrator	0 – CLFT	1 – CLFT
Zoning Review Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	29	30

EXPENDITURE CLASSIFICATION



	FY 04/05 REVISED	FY 05/06 APPROPRIATION
Personnel Services	\$ 1,873,062	\$ 1,910,886
Operating Expenses	93,738	43,932
Capital Outlay	<u>16,300</u>	<u>0</u>
TOTAL:	\$ 1,983,100	\$ 1,954,818

The purpose of the Planning Division is to advise the Mayor and City Council, City Manager, city departments and appointed committees on long- and short-range planning and development issues; to prepare public policies relating to land use, growth, urban design, cultural resources, economic transportation, and social services; and to facilitate public participation in the elaboration of such policies.

2004/05 Operational Highlights:

- Initiated the Downtown Master Plan process.
- Drafted and adopted a new mixed-use zoning district.
- Prepared the proposed city-initiated annexation and presented it to the City Planning Policy Committee, the Planning Commission, and the Regional Planning Authority.
- Achieved substantial progress in revising the Chapter 14 Historic Districts ordinance.
- Produced the seventh annual "Santa Fe Trends" publication.
- Completed the Historic Compound Survey.

2005/06 Goals and Objectives:

- Complete four series of amendments to the Historic Districts ordinance.
- Adopt the 5-year update of the city's general plan and the Southwest Sector Plan.
- Prepare and adopt the Downtown Vision Plan.
- Achieve progress on components of the Neighborhood Bill of Rights Resolution.
- Prepare and adopt highway corridor development regulations.

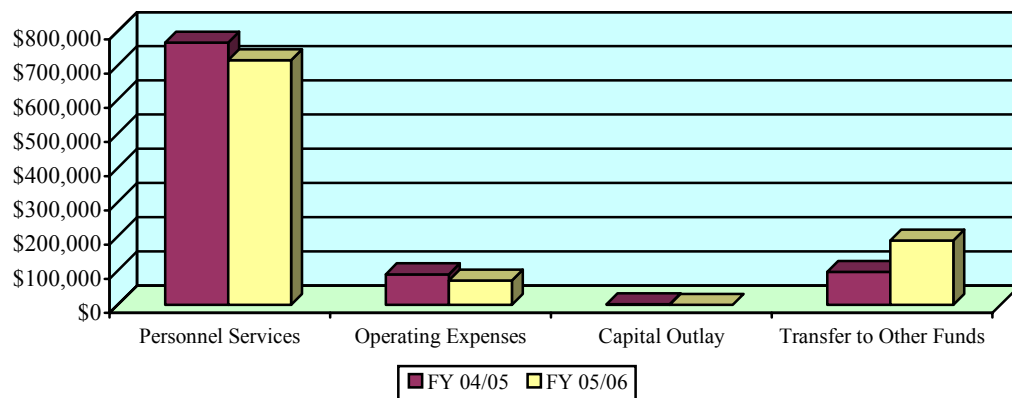
Budget Commentary:

The FY 2005/06 General Fund operating budget is \$657,505, which includes funding for staff salaries and benefits, printing costs for several publications and contractual services expenses relating to planning activities. The Planning Division also receives an appropriation of \$54,000 from the Development Impact Fees Fund (2306) for operational expenses, and utilizes an appropriation of \$16,000 from permit collections in the Archaeological Fund (2706) for the Fort Marcy Project and unexpected discoveries.

Supplemental funding for the division includes a \$7,500 appropriation from the Department of the Interior through the State Historic Preservation Grant Fund (2707), which provides support for an on-going resurvey of historic buildings. The Transportation Grant Program further supplements division resources with an appropriation of \$237,931, which reflects the combined funding total from the UMTA Grants (Funds 2324 and 2325) and supports three staff members.

<u>POSITION/CLASSIFICATION</u>	<u>FY 04/05 ACTUAL</u>	<u>FY 05/06 BUDGET</u>
Planning Division Director	1 – CLFT	1 – CLFT
Construction Inspector	1 – CLFT	0 – CLFT
Planner	0 – CLFT	1 – CLFT
Planner Senior	4 – CLFT	2 – CLFT
Planner Senior	1 – TGF	1 – TGF
Planner Supervisor	1 – TGF	1 – TGF
Planner Supervisor	2 – CLFT	2 – CLFT
Planner Technician Senior	0 – CLFT	1 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Special Projects Administrator	<u>1</u> – CLFT	<u>0</u> – CLFT
TOTAL:	12	10

EXPENDITURE CLASSIFICATION



	<u>FY 04/05 REVISED</u>	<u>FY 05/06 APPROPRIATION</u>
Personnel Services	\$ 766,709	\$ 715,008
Operating Expenses	89,060	70,483
Capital Outlay	1,400	0
Transfer to Other Funds	<u>96,004</u>	<u>187,445</u>
TOTAL:	\$ 953,173	\$ 972,936